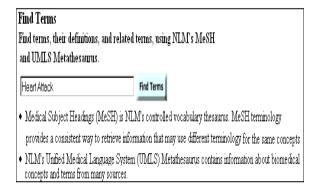
#### **Find Terms**

Use Find Terms to create more precise search strategies by browsing for search terms with definitions, subheadings, and related terms from the National Library of Medicine's Medical Subject Headings (MeSH) and Unified Medical Language System (UMLS) Metathesaurus.

Clicking on the **Find Terms** button located on the Gateway Features bar will open the Find Terms screen, where you can look for these terms.



# Search by Fields

You can search by specific fields (e.g. Author, Title). Enter the desired search field qualifier or name in square brackets **after** the search term(s), e.g. *herbal supplements[ti]*.

Author names should be entered last name followed by initials (no punctuation), *smith jb[au]*. Double quotes are not needed in qualified searches. A complete list of search fields and allowable qualifiers can be found in **Help**.

### **Locker and Preferences**

The Locker is a permanent place to store selected search items for printing, downloading, or ordering. To select items for your Locker, click on the check box beside the intended item(s) and then click on the **Put in Locker** button. A maximum of 500 items may be stored in the Locker.

Clicking on the **Preferences** button gives you a wide range of options to personalize the Gateway. You can customize the data elements of the brief or expanded display, as well as your limits, results screen, download options, and locker settings; you can also change your password. These preferences can be applied to your current search session only, or saved for use with future Gateway sessions.

**Note:** You must login to use either the Locker or Preferences with a User ID and Password you create. *Hint:* You may be able to use your Loansome Doc ID and Password to login (see below for more information on Loansome Doc). *Registration is free*.

#### **Full Text of Journal Articles**

One way to obtain the full text of journal articles is by using the Loansome Doc order feature available through the Gateway's Locker. Loansome Doc allows users to order full text copies of articles from a local medical library. (Local fees and delivery methods may vary.)

Users **must** register to use this service. To register, identify a Loansome Doc participating library from the online directory at **http://nnlm.gov/members** or call your Regional Medical Library at **1-800-338-7657** for a referral. Then contact the library directly to register and to learn about their fees and policies.

Once registered, you can order items from your Locker that have a green checkmark symbol. Select items to be ordered and click on the **Order Documents** button to start the ordering process via Loansome Doc.

Developed and updated by NN/LM staff. Funded by NLM. This brochure can be freely reproduced. It is on the Internet at http://nnlm.gov/nnlm/online/gw/qwtri.pdf

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# **GATEWAY BASICS**

NLM Gateway is available free on the Internet at: **http://gateway.nlm.nih.gov** 

## **Gateway Features**

- Simultaneous searches of U.S. National Library of Medicine® retrieval systems.
- Free access to the following databases:

  MEDLINE®/PubMed®, LOCATORplus (NLM Catalog), MEDLINEplus® (Consumer Health),

  ClincalTrials.gov, DIRLINE®, Meeting

  Abstracts and HSRProj.
- Select vocabulary terms from the NLM's Medical Subject Headings (MeSH)<sup>®</sup> and Unified Medical Language System (UMLS)<sup>®</sup> Metathesaurus.
- ➤ Document delivery (Loansome Doc®) service available

# **Assistance and Training**

**Help** and **FAQ** links are available on the side bar.

The National Network of Libraries of Medicine®, an outreach program of the National Library of Medicine (NLM), provides assistance and training nationwide. To find a local library, please call **800-338-7657** or go to **http://nnlm.gov**.

## **Gateway Searching**



The NLM Gateway Search page consists of a banner with the search box and the Gateway Features bar located immediately beneath. A side bar has links to Help and FAQ information and other NLM Resources. You can link to the NLM, NIH and DHHS home pages or contact NLM Customer Service at the bottom of the page.

To search the NLM Gateway, enter the word or phrase you wish to search by typing into the text box and clicking on **Search** or pressing **Enter**. **Please note**, that some multi-word search terms or phrases need quotes, e.g. "hospice benefit." However, Gateway recognizes many phrases without quotes, inleuding MeSH and UMLS terms.

## **Results Summary**

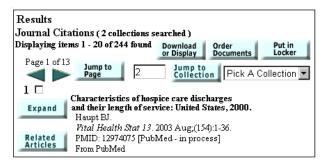
Once you have run a search, NLM Gateway displays a Results Summary page with items from various datasets (or collections) listed by category. To explore the results from any category, click on the corresponding **Display Results** button. You can return to the Results Summary page to view items from other categories by clicking on the **Results** button on the Gateway Features bar.

Results Summary				
Category	Items Found	Actions		
Journal Citations	244	Display Details Results of Search		
Books / Serials / AVs	17	Display Details of Search		
Consumer Health	2	Display Details of Search		
Meeting Abstracts	22	Display Details Results of Search		
Other Collections	13	Display Details Results of Search		
Total	298			

Click on the **Details of Search** button if you wish to see exactly how Gateway ran the search you entered. On the Details of Search page is a **URL** button that converts your entire search to a URL or Internet address, which you can then bookmark with your Web browser. This allows you to rerun your search at a later date.

#### Results

Clicking on the **Display Results** button from the Results Summary will open a results page with numbered records in a brief display format in groups of twenty per page. An **Expand** button provides a more complete display. In addition, PubMed records may have a **Related Articles** button for you to identify similar items from that collection.



You can navigate your results by using the page Arrows, Jump to Page button, or Jump to Collection button that allows you to go directly to the results from another collection or dataset within the same category.

## **Download or Display**

Use the **Download or Display** button to manipulate multiple items at one time. You can fetch up to 500 items at a time, pulling these items from a specific category, items you have already selected, or from your Locker (a place to permanently store items).

You determine a destination from the following options: Display in Browser, Display for Printing, Save to File and Send via Email. Gateway also allows you to determine the desired display format. Click on the **Go** button once you have made your selections.

Download or Display					
NOTE: The maximum number of items for downloading is 500. Downloading hundreds of items may take several minutes.					
Journal Citations	241	Starting with item 1			
Books / Serials / AVs	17	Results from	Journal Citations		
Consumer Health	2	Details	Brief <u></u>		
Meeting Abstracts	22	Format	Unlabelled 🔻		
Other Collections	13	Destination	Display in Browser		
Total Items Found	295	Download	Text 🔻		
		or send as	TEXT II		
Address if sending via email		Added message if sending via email (optional)			
<u> </u>			¥		
		Go			

#### Limits

You can limit a search to a specific category or subset, such as consumer health (MEDLINEplus), restrict to English language items, change the number of records displayed per page, or limit by publication date. Enter your search terms and then click on the **Limits** button. Once you have made your selections, click on **Search** to get results. You will note a checkmark and the word *Limits* appearing below the search function buttons. To remove limits from a search, click on the checkmark to remove it and then click on **Search**.

# **History**

The History function keeps track of your last 25 searches and numbers them, allowing you to go back to earlier searches and combine or modify them. You combine searches using the pound (#) sign followed by the search number, and then one of the connector words AND, OR, NOT. Connector words should be in all uppercase letters (e.g. #2 AND lung).